



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Robert L. Davis

**SUBJECT: GRANT WRITING
CONSOLIDATION FOR THE
PUBLIC SAFETY CSA**

DATE: May 16, 2004

Approved

/s/

Date 5/21/04

INFORMATION

BACKGROUND

During the course of evaluating the activities of each Public Safety CSA core service and recommending budget proposals, grants administration was identified as a priority for consolidation to achieve efficiencies. It was determined that the Police Department has the existing resources to support its CSA partners with grant administration services. A grants administration team could be established by redeploying civilian positions and restructuring internal analytical services within the Police Department. By identifying the potential resources to be shared by the CSA partners, it was quickly determined that there were other potential commonalities that could be explored.

The Public Safety CSA partners then put together staff resources to conduct a study that will include a detailed analysis of common functions within the CSA. By consolidating efforts across the Public Safety CSA, the study would provide resource allocation options to eliminate redundancies and realize efficiencies in delivering common services. This study will include the following components:

- Functional analysis to identify common tasks
- Structural analysis to identify potential areas of collaboration

A report is expected to be completed by August 2004 that will include a feasibility analysis of alternative functional and structural components that could result in greater efficiencies and productivity gains within the Public Safety CSA. This CSA project is timely and critical, in particular due to the new grant requirements from the Department of Homeland Security. These requirements include grants that do not benefit just one arm of public safety, but a collaborative effort of law enforcement, fire, medical and emergency responses. Collaborative efforts with other jurisdictions are also now favored with grant awards.

ANALYSIS

Grant administration functions would be consolidated under one team using existing Police resources. The transfer of the existing Grants Administrator from the Police Research and Development Unit to the Police Fiscal Unit will provide leadership, supervision and expertise to the new Grants Administration team. The transfer of an existing Analyst II position from one of the Police administrative units will provide analytical support for both grant applications and claims. The current workload for the transferred Analyst II will be reallocated to existing staff within the Police Fiscal Unit. Part of an existing Accountant position will also continue to provide support to the grants administration effort.

As a result of these transfers planned for July 2004, two full-time and one part-time staff member will handle all the reporting requirements for the existing Police grants. This proposed Public Safety Grants Administration Team will also proactively research the various grant avenues, evaluate the appropriateness of the grant requirements, including spending restrictions and timelines and reporting criteria, and grant application preparation for the Public Safety CSA partners: Police, Fire, OES (Office of Emergency Services), and IPA (Independent Police Auditor).

COST IMPLICATIONS

Since the grants consolidation plan will utilize existing Police Department resources, no additional costs are anticipated as a result of this consolidation effort.

/s/

ROBERT L. DAVIS
Chief of Police